NEW HAMPSHIRE DEPARTMENT OF SAFETY
Division of Fire Standards & Training
Richard M. Flynn Fire Academy
Mailing: 10 Hazen Drive, Concord, NH 03305
Location: 222 Sheep Davis Road, Concord, NH
Phone: 603-271-2661 **Fax:** 603-271-1091 **Toll Free:** 1-800-371-4503

Prop and Apparatus Reservation Form ON Campus
All fields must be completed prior to acceptance

Agency Name:
Address: Contact Name:
                                                Phone: Cell:
                                                Email:

Date(s) of reservation: to
Time(s) of reservation:
Program Name:
Number of users:

Props:
❑ A Building -- Burn   ❑ A Trailer   ❑ Flashover   ❑ Drillyard – North
❑ A Building -- Other   ❑ SCBA Trailer   ❑ Car – Dumpster   ❑ Drillyard – South
❑ B Building – Burn   ❑ LP Burn Pans Tr.   ❑ Roof Simulator   ❑ SAFT
❑ B Building – SCBA   ❑ Haz-mat Trailer   ❑ Fire House   ❑ Fuel Spill
❑ Yard Pump   ❑ Draft Site   ❑ Extinguisher prop

Apparatus:
❑ Engine 1   ❑ Utility 1   ❑ Air Trailer 1   ❑ Crash 5
❑ Ladder 1   ❑ Utility 2   ❑ Air Trailer 2   ❑ Ammo 8
❑ Rescue 1   ❑ Utility 4 w/ Crane

Terms of Reservation:

All prop reservation requests shall be forwarded to the NHFA through the Field Captain that represents the organization making the request. Prop reservations shall be made not less than 45 days prior to the requested date. All usage's are contingent upon the availability of qualified operators. Agency using the Fire Academy and props are responsible to have medical personnel on scene, and available during said training.

Mobile props shall be returned to the Prop Supervisor or designee no more than 3 days after the scheduled event.

The New Hampshire Fire Academy will contact the responsible party of a cancellation not less than 14 days of the date of the requested date.

I have read, understand, and agree with the terms of this agreement with the New Hampshire Fire Academy.

Applicants Signature: Date:
Field Captains Signature: Date

For Academy Use Only

Date Entered	Approved/Declined	Entered By
Received:		
Scheduled:		
Approval Sent:		